

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

LAW CLERK

One (1) Temporary (not to exceed three months), Full-time, Non-Exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of valid, unrestricted Michigan Driver's License
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ College Transcripts
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: April 20, 2016

Closing Date: Open Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

LAW CLERK

One (1) Temporary, Full-time, Non-Exempt position
(Not to exceed three (3) months)

LOCATION:

Office of the Tribal Attorney
KBIC Tribal Center
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Tribal Attorney

SALARY:

Grade 11 (Minimum starting wage of \$21.22/hr)

SUMMARY:

The Law Clerk will work closely with the tribal attorney(s) and staff to ensure the efficient, competent, and effective daily operation of the Legal Department in its role as legal counsel to the Tribal Council; and in its role as a legal resource to the various departments of the Keweenaw Bay Indian Community. Qualified candidates may receive an offer of a full-time, contracted position if admitted to the State Bar of Michigan. This position will provide direct support within the legal department regarding all aspects of the governmental environment, to include, but not be limited to, the following duties.

QUALIFICATIONS:

- Must be a graduate of an accredited law school or a Licensed Attorney; familiarity with Indian law a plus.
- Must have a valid, unrestricted Michigan driver's license, good driving record and be insurable by the KBIC insurance carrier.
- Must be able to operate a computer, copier, fax machine, phone, and file cart.
- Must be able to deal effectively with employees, the public, elected officials, attorneys, law enforcement, court personnel, and consultants at all levels.
- Must be willing to travel.
- Must adhere to strict confidentiality at all times.
- High ethical standards and loyalty to client (Keweenaw Bay Indian Community), is a must.
- Must be able to lift 40 pounds without assistance.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug testing.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

- Compile new legislation for continued updates to the Tribal Code.
- Maintain postings for the KBIC proposed rules, regulations & laws.
- Draft resolutions, motions and ordinances as directed by the tribal attorney(s) and/or Tribal Council.
- Preparation of legal documents and ongoing litigation.
- Conduct legal research, legal drafting, legal analysis, policy drafting, court filings, contract review, maintain calendaring system, and file management.
- Provide Tribal Council assistance as directed, as well as assistance to tribal departments, agencies, and entities.
- Maintain legal documents in compliance with Federal, State and Tribal laws/regulations.
- Maintain law library/legal research.
- Draft correspondence and documents.
- Must maintain highest level of confidentiality on all matters involved in this position.
- Provides assistance, and works closely with tribal attorney(s) and general counsel on preparing legal documents, reports, pleadings, and related legal issues and ethics.
- Attend meetings, as directed by the Tribal Attorney or Tribal Council.
- Must have a strong commitment to Keweenaw Bay Indian Community sovereignty, and the development of Tribal government.
- Must be computer literate, have working knowledge of database management, financial software; and law related programs, e.g., internet and database research, Westlaw, ICLE materials, use of Microsoft Office, and other legal software; Excel, Word and other computer software; in addition, emphasis on Indian law web and blog sites.
- Attention to detail and accuracy is essential as well as the ability to handle multiple tasks at one time, and work independently with minimal supervision, while meeting critical deadlines.
- Demonstrate superior organizational skills.
- Excellent verbal and written communication skills, as well as excellent editing skills.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Must be able to effectively establish priorities and meet deadlines.
- Must be able to quickly identify legal issues, evaluate alternatives and decide on a plan of action.
- Other duties as directed or assigned.

This position announcements summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: April 20, 2016

Closing Date: Open Until Filled

Qualification Sheet

Name: _____

POSITION: **Law Clerk**

Please list your specific experience and knowledge in regards to the following qualifications:

Must be a graduate of an accredited law school or a Licensed Attorney; familiarity with Indian law a plus.

Must have a valid, unrestricted Michigan driver's license, good driving record and be insurable by the KBIC insurance carrier.

Must be able to operate a computer, copier, fax machine, phone, and file cart.

Must be able to deal effectively with employees, the public, elected officials, attorneys, law enforcement, court personnel, and consultants at all levels.

Must be willing to travel.

Must adhere to strict confidentiality at all times.

High ethical standards and loyalty to client (Keweenaw Bay Indian Community), is a must.

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